



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JONATHAN E. FREEDMAN
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov



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July 16, 2012

TO: Each Supervisor

FROM: *for* Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **REPORT ON THE FEASIBILITY OF MOVING THE TOXICOLOGY LAB FROM
THE DEPARTMENT OF AGRICULTURAL COMMISSIONER/ WEIGHTS AND
MEASURES TO THE DEPARTMENT OF PUBLIC HEALTH**

This is to provide an update on the actions taken to respond to the December 6, 2011 Board motion instructing the Chief Executive Officer (CEO) to report back within a month on the feasibility of moving the Environmental Toxicology Lab (ETL) from the Department of Agricultural Commissioner/Weights and Measures (ACWM) to the Department of Public Health (DPH).

In an April 17, 2012 memo to your Board, DPH, ACWM, and CEO recommended contracting with an independent third party County-approved consulting firm with experience in public management and/or health services to review the issue; examine the workload, budget, and space needs of the ETL; and provide recommendations. Since that time, DPH has worked with the CEO to identify an appropriate Master Agreement and to develop a Request for Services (RFS), including the statement of work, deliverables, and timetable.

DPH anticipates releasing the RFS in early August 2012 to qualified vendors on the CEO's Master Agreement list for as-needed strategic planning and/or process improvement services, and vendors will be given three weeks to respond to the RFS. Proposals will be scored using the informed averaging evaluation process and factors such as project approach, proposed staff assigned to the project, project completion time, and lowest cost will determine the winning score. DPH anticipates selection by September 2012. Therefore, we will submit our next update by October 10, 2012. We are confident that this process will result in a comprehensive analysis and provide key recommendations for moving forward.

In the meantime, if you have any questions or need additional information, please let me know.

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PH:1112:007

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Agricultural Commissioner/Weights and Measures